



CANNON BUILDING
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STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, January 13, 2014 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building
MINUTES FOR APPROVAL:	Approved May 12, 2014

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
Leslie Persans, Secretary
Dean Pierson, Professional Member
John Starke, Professional Member
Valerie Lacey, Public Member
Margaret Harper, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Sandra Wagner, Administrative Specialist III
Kevin Maloney, Deputy Attorney General

MEMBER ABSENT

Kevin Reinike, Professional Member
Barbara Williams, Public Member

ALSO PRESENT

Jennifer Allen, FSMHA
Gina Schulties, KCLC

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:01 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the November 18, 2013 meeting. Ms. Harper made a motion, seconded by Ms. Lacey to approve the minutes. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

There was no unfinished business in January.

NEW BUSINESS

Discussion of Rule and Regulation changes from Executive Order 36

Ms. Persans made a motion, seconded by Mr. Snyder, to give permission to the Board's attorney Mr. Maloney to draft rule and regulation changes from the outcome of the Executive Order 36 to be published in the registry. By unanimous vote, the motion carried.

Review of Ben Wells application for Manufactured Home Installer

Mr. Starke made a motion, seconded by Ms. Persans, to approved Mr. Wells' application by examination as a Manufactured Home Installer upon successful passing of the exam. By unanimous vote, the motion carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Ms. Persans asked the Board to please be considerate of when Ms. Wagner sends an email asking for Board members to answer as to whether they will be attending the meeting or not. Ms. Wagner needs to make sure that there will be a quorum to hold the meeting.

PUBLIC COMMENT

Ms. Allen just stated that she is getting ready for the continuing education course for April and September of 2014.

NEXT SCHEDULED MEETING

Ms. Persans made a motion, seconded by Ms. Harper, to accept the April 14, 2014 date for the next meeting to be held.

The next meeting is scheduled for Monday, April 14, 2014, at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Mr. Starke, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:20 a.m.

Respectfully submitted,



Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.